



The Scottish Parliament  
Pàrlamaid na h-Alba

**Scottish Parliamentary Corporate Body**  
**Annual Procurement Report**  
**(1st April 2022 to 31st March 2023)**

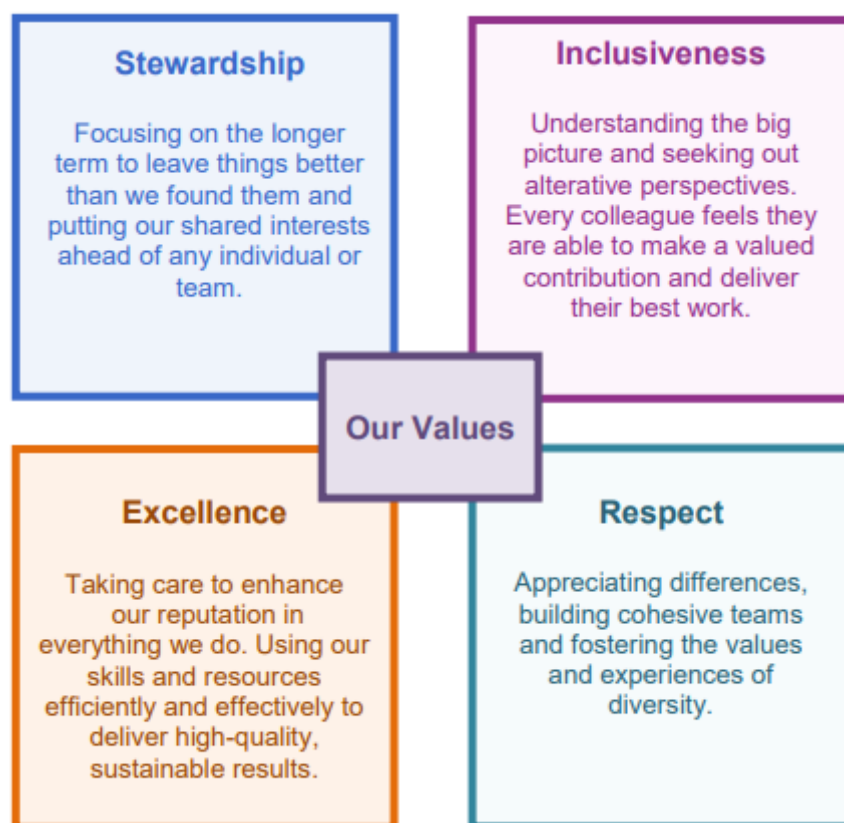
**Buidheann Chorporra Pàrlamaid na h-Alba**  
**Aithisg Bhliadhnail an t-Solair**  
**(1 Giblean 2022 gu 31 Màrt 2023)**



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## Introduction

The vision of the Parliament of making a positive difference to the lives of the people of Scotland is ambitious and far reaching. How we deliver our procurement must support this commitment and our Corporate Procurement Strategy for 2020 - 2024 is designed to support a responsible and sustainable approach, promote efficiency, deliver environment, social and economic outcomes, and stimulate innovation. Our Procurement Strategy and its delivery are aligned to our core [organisational values](#) of Stewardship, Inclusive, Excellence and Respect that are central to our working culture and drive all that we do.



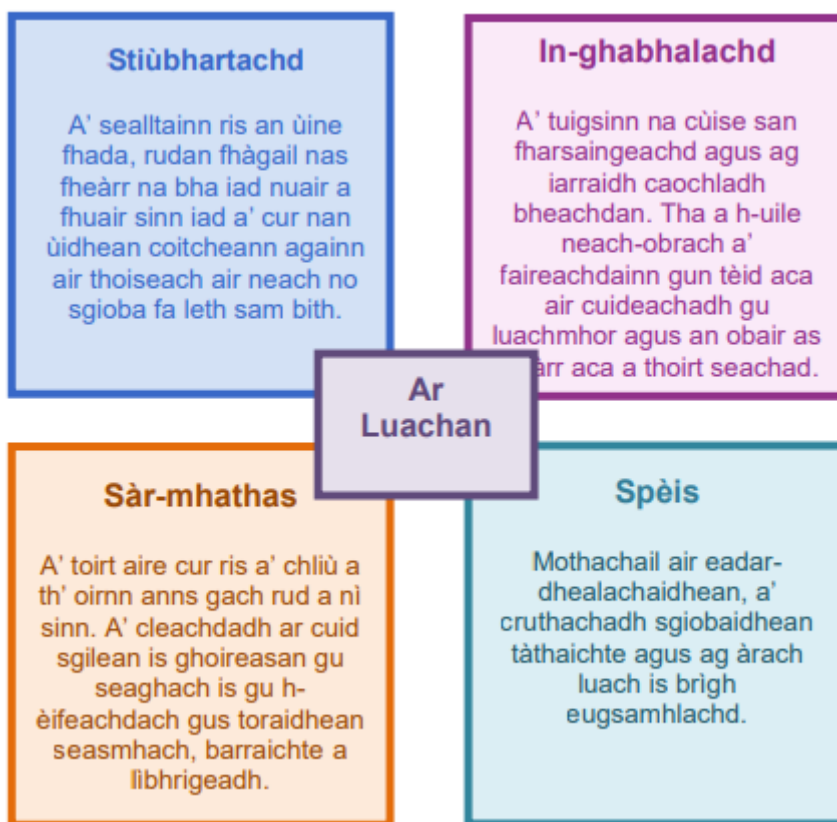
This report reflects on our procurement activity from 1st April 2022 to 31st March 2023. It provides an overview of contracts awarded, expenditure, compliance with our policies and progress against the commitments set out in our Corporate Procurement Strategy. It is produced in line with our statutory obligations under the Procurement Reform (Scotland) Act 2014.

This reporting year has been particularly busy and good progress has been made against many of our objectives. We remain on track for delivering significant achievements in these areas in the forthcoming and final year of our current Corporate Procurement Strategy.

## Ro-ràdh

Tha amas na Pàrlamaid airson piseach a thoirt air beatha muinntir na h-Alba àrdmhiannach agus farsaing. Feumaidh mar a libhrigeas sinn ar solar taic a thoirt don dealas seo agus tha ar Ro-innleachd Solarachadh Corporra airson 2020 - 2024 air a dhealbhadh gus taic a thoirt do dhòigh-obrach chunntachail agus seasmhach, gus èifeachdas a chur air adhart, toraidhean àrainneachd, sòisealta agus eaconamach a libhrigeadh, agus innleachdas a bhrosnachadh.

Tha ar Ro-innleachd Solarachaidh agus mar a thèid a libhrigeadh air an aon rèir ris na prìomh luachan buidhne againn, Stiùbhardachd, In-ghabhalachd, Sàr-mhathas agus Spèis a tha aig cridhe ar cultar obrach agus a tha a' stiùireadh gach nì a bhios sinn a' dèanamh.



Tha an aithisg seo a' meòrachadh air ar gnìomhachd solarachaidh bho 1 Giblean 2020 gu 31 Màrt 2021. Tha e a' toirt thar-shealladh air cùmhnantan a chaidh a bhuileachadh, caiteachas, gèilleadh ri ar poileasaidhean agus adhartas mu choinneamh nan geallaidhean a tha air am mìneachadh san Ro-innleachd Solarachadh Corporra againn. Tha e air a thoirt a-mach a rèir ar dleastanasan reachdail fon Achd Ath-leasachadh Solarachadh (Alba) 2014.

Tha a' bhliadhna aithris seo air a bhith gu sònraichte trang agus chaidh adhartas math a dhèanamh air mòran de na h-amasan againn. Tha sinn fhathast an dùil gun dèanar adhartas nach beag sna raointean seo air an ath-bhliadhna, a' bhliadhna mu dheireadh den Ro-innleachd Solair Chorpóra againn.

# 1. Procurement at the Scottish Parliament

The Procurement Reform (Scotland) Act 2014 requires certain public bodies to publish procurement strategies and annual reports.

This report is produced in line with our statutory obligations under the Procurement Reform (Scotland) Act 2014 and reflects on our procurement activity from 1st April 2022 to 31st March 2023. It provides an overview of contracts awarded, expenditure, compliance with our policies and progress against the commitments set out in our Corporate Procurement Strategy. It describes in some detail what we have done to achieve the delivery of the Corporate Procurement Strategy and provides transparency on how we use public funds, treat our suppliers, and deliver social, economic and environmental outcomes in our procurements.

The Procurement Services team partnered with our colleagues in business areas across the organisation to address these challenges whilst continuing to collaborate to deliver contracts which are sustainable, compliant, deliver good value and meet agreed objectives.

We are part of a Central Government Cluster Group sharing best practice and knowledge and take part in user intelligence groups for specific collaborative tendering activities.



## 2. Procurement Snapshot



31  
contracts  
awarded



19  
contracts  
awarded to  
SMEs



2  
contracts  
awarded to  
Third Sector  
suppliers



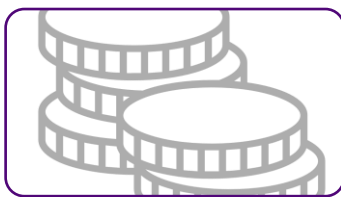
4  
procurement  
exams passed



17  
contracts  
awarded to  
Scottish  
suppliers



97.3%  
of invoices paid  
within 10 days



£17,715,821  
total  
procurement  
spend



over £3.3m  
spend with  
SMEs



over £1.8m  
spend with  
Scottish  
suppliers

### 3. Procurement Activity and Expenditure

#### 3.1 Contracts Awarded

In the reporting period, 11 Regulated<sup>1</sup> contracts were awarded at a total estimated value of £2,833,502. Four of these contracts were advertised on Public Contracts Scotland for competitive tender and 7 were call off contracts under existing collaborative agreements. In addition, 20 lower value contracts were awarded at a total estimated value of £473,708.

The tables below show the number and value of contracts awarded categorised by collaborative agreements and SPCB contracts, and those awarded to Small/Medium Enterprises (SME).

##### Regulated contracts awarded

	Collaborative Agreements	SPCB Contracts	Total
Number	7	4	11
Value	£1,494,000	£1,339,502	£2,833,502
Number awarded to SMEs	3	4	7
Value awarded to SMEs	£335,000	£1,339,502	£1,674,502

##### Non-Regulated contracts awarded

	Collaborative Agreements	SPCB Contracts	Total
Number	9	11	20
Value	£186,208	£287,500	£473,708
Number awarded to SMEs	3	9	12
Value awarded to SMEs	£97,858	£262,500	£360,358

Seventeen of the 31 contracts were awarded to Scottish organisations, with a total estimated value of £1,246,508.

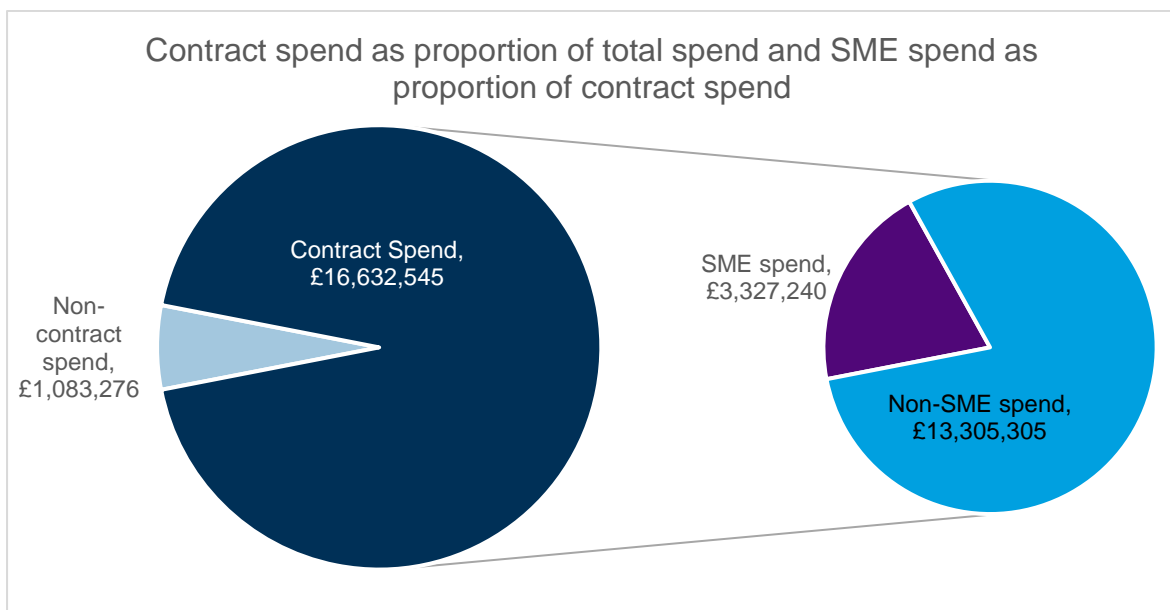
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<sup>1</sup> In this report the term “Regulated” refers to procurements conducted under the Public Contracts (Scotland) Regulations 2015 and the Procurement (Scotland Regulations) 2016

### 3.2 Expenditure

The total SPCB spend on goods, services and works for the year was £17,715,821. Of this, £16,632,545 (94%) was through our contracts. The remaining non-contract purchases are generally for one off or low-cost items where there is no existing contract, and no additional value would be gained by putting a contract in place.

Over the reporting period, £3,327,240 (approx. 20%) of our contract spend was paid to Small/Medium Enterprises. This does not include payments to SME subcontractors.



Contract spend with Scottish businesses totalled £1,863,359 in the reporting period.

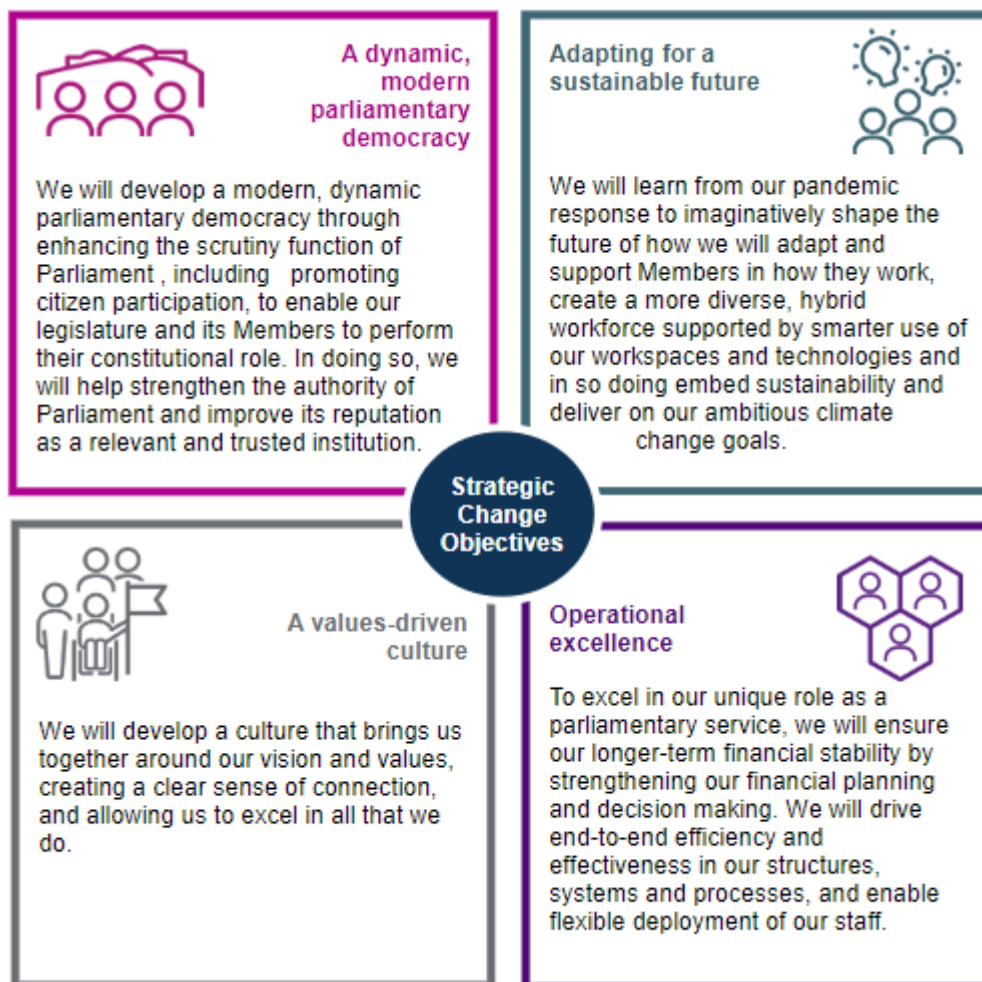


## 4. Organisational Strategic Objectives

The Scottish Parliament was established in 1999 to represent the people of Scotland, by debating matters of national importance, passing laws and holding the Scottish Government to account. The Scottish Parliamentary Corporate Body (SPCB) supports the work of the Parliament and its Members and is responsible for ensuring that the Parliament is provided with the property, staff and services it requires.

The [Strategic Plan for Session 6](#) sets out how the Scottish Parliamentary Service whose staff work to support the Parliament aims to deliver the Parliament's vision of making a positive difference to the lives of the people of Scotland.

Four strategic change objectives have been adopted as the key areas we need to shape, influence and respond to:



The procurement team has played a part in delivering these strategic change objectives over the reporting year. This includes input to improve broadcasting infrastructure, contributing to decisions for the new HR and payroll system, and making progress towards the implementation of a new contract management approach. We have continued to embed sustainable development in our contracts, developing knowledge and capability of purchasers and contract managers.

## 5. Regulated Procurement Compliance

This section of the report addresses the compliance of our Regulated procurements with our corporate Procurement Strategy, the Sustainable Procurement Duty and our procurement policies.

### 5.1 Compliance with Procurement Strategy

Our corporate [Procurement Strategy for 2020-2024](#) is designed to support a responsible and sustainable approach, promote efficiency, deliver environmental, social and economic outcomes, and stimulate innovation. It places a firm focus on our procurement approach contributing to our organisation's actions on climate change and improving ethics in our supply chain, whilst continuing to uphold the principles of fairness, transparency, equal treatment and proportionality that, along with value for money and legislative compliance, underpin good public procurement.

To support our organisational strategic change objectives, pursue best practice procurement, and deliver on our organisational commitment to sustainable development and climate change, we focus our procurement activity on 8 areas.



## Activity 1: Ensure all procurement activities withstand scrutiny

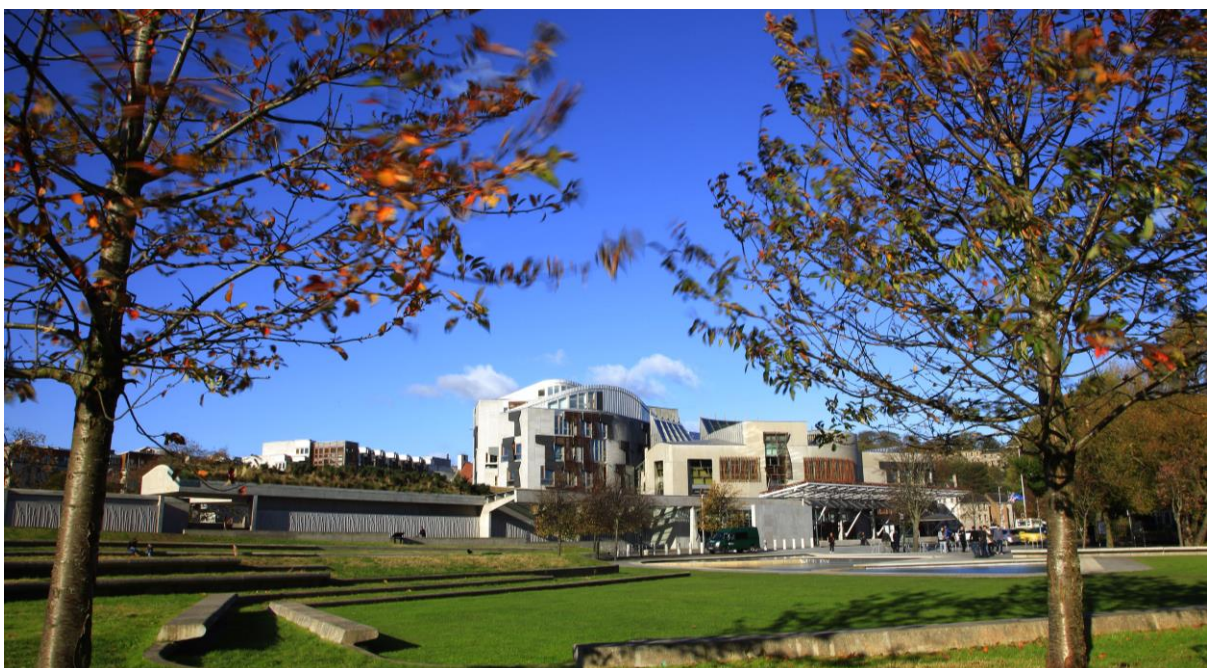
Our aim: Continue to ensure legal compliance, robust governance and accountability in the procurement function.

All high value and/or complex procurements are led by trained purchasers within the Procurement team to ensure consistent application of SPCB procurement policy. Ongoing support and guidance is provided to Procurement project team members and resources are readily available to them to assist their understanding of the principles of good procurement and what to expect when taking part in a tender. Those taking part in procurements are required to declare any potential conflict of interest to ensure an unbiased process.

Comprehensive controls are in place to identify departure from procurement policy in low value transactions made by operational teams. There were no significant matters found and minor issues identified have been fully addressed. Low value spend not adhering to procurement policy represents less than 1% of total procurement spend.

Scottish Procurement Policy Notices (SPPN) are reviewed and relevant actions taken to make sure that our processes are aligned. This reporting period has seen a number of activities in relation to SPPNs including establishing that none of our contractors have Russian or Belarusian ownership, and introducing new wording in our tender documents to further support prompt payment in the supply chain. We continue to embed climate change and circular economy provisions in our contracts.

The SPCB continues to comply with its legislative obligations in publishing its procurement strategy, annual procurement report and making its contract register publicly available.



## Activity 2: To be an efficient procurement function that actively supports business areas in the delivery of their services

Our aim: Optimise the use of procurement resources, deliver financial savings and benefits in our procurements, deliver sustainable contracts that meet the needs of the organisation.

Regular relationship management is undertaken between the procurement team and business partners which allows us to work collaboratively across the organisation to successfully support business needs. This is achieved through early consultation, effective planning of procurements, exploring potential synergies between requirements from different business areas, and identifying and implementing sustainability improvements to our contracts.

We work with our business partners to agree the optimum weighting for tender evaluations. Commodity/service strategies are reviewed by procurement team leaders and must explain in what way the chosen weighting ratio seeks to achieve the best balance of quality, cost and sustainability.

In the reporting year, several members of the Procurement team undertook “Better Business Case” training along with colleagues from across the organisation. The training, based on the five case model recommended by the Treasury, will allow us to support procurement project teams in the development of more robust business cases. This will improve governance, collaboration and help to make better informed decision making.



### Activity 3: Act on climate emergency

Our aim: Contribute to the Parliament's response to the climate emergency and wider sustainable development challenges.

The Parliament's Sustainable Development Programme is delivered by focusing on three pillars: Climate Change; Scrutiny; Embedding Sustainable Thinking. The Parliament's Sustainable Development Annual Report and information on environmental management, biodiversity and our carbon management plan can be accessed on the Parliament's [website](#).

As a member of the climate change board the Head of Procurement brings focus to embedding climate considerations in our procurement decisions and supporting circular economy through enhanced procurement, contract and supplier management activities.

A Procurement Sustainable Development Manager has been appointed to provide expert knowledge, build professional skills, knowledge and capability of purchasers and contract managers, and support the embedding of sustainable thinking throughout our procurement and contract management activities. The Procurement SD Manager also engages with other public bodies and experts to share best practice.

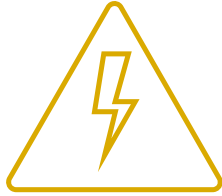
Early in the reporting year we worked with our organisational sustainability team to run sustainable development workshops with contractors, purchasers and contract managers. The sessions, which included presentations and breakout sessions on a range of topics, were well attended and received positive feedback.

Workshops were also held with purchasers and contract managers to focus on circular economy. The agenda covered the challenges we face, relevant legislation and policy, key principles and practical implementation.

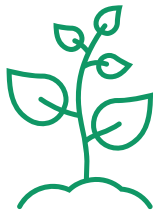
Several of the contractors who attended the events have now confirmed positive actions taken as a result, including elimination of single use cutlery in catering, creation of a net zero carbon plan, organising a litter pick, donating surplus IT equipment to charity, and donating staff days for charity work.

We continue to work with our contractors to identify opportunities for improving environmental practices. Examples of new initiatives in the reporting year include:

Reducing energy consumption by:

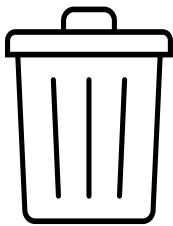


- replacing IT equipment with more energy efficient units which also require less cooling
- introducing lower energy consumption vacuum cleaners
- presentation to staff on how to produce a tasty meal without using any energy



Increasing biodiversity by:

- planting 225m<sup>2</sup> of wild flowers on-site
- introducing 2 bird and 2 bat boxes on-site



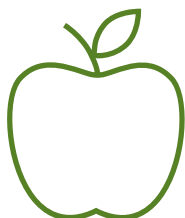
Reducing waste by:

- increasing levy on disposable coffee cups
- removing single use cutlery
- introducing smaller food portion option
- promoting use of reusable takeaway food containers



Reducing water usage by:

- emptying ponds only once per year and reusing pond water for power washing
- introducing lower water consumption floor cleaning equipment



Promoting food sustainability by:

- using apples grown in the Holyrood garden to make chutneys and jams given to staff attending a Pledge to the Planet event
- increasing usage of plant based milks in our catering outlets
- changing meat use approach to “nose-to-tail”

## Activity 4: Team development

Our aim: Develop a skilled, diverse and inclusive procurement team that embeds our organisation's values in all that we do.

We recognise the value of continuous professional development and all of our purchasers are fully qualified or have committed to working towards relevant professional qualifications.

We provide funding for study materials and exam costs and make provision for study time. Several purchasers are continuing their studies with the Chartered Institute of Procurement and Supply and have passed a total of 4 exams this year.

Formal training in developing better business cases was undertaken by several team members this year, so that they will be able to support procurement project teams to draft considered and evidence based proposals, and actively input to the commercial case.

The Procurement Services management team have undertaken the Royal Scottish Geographical Society's Climate Change Professional course aimed at developing an increased understanding of the issues, opportunities and challenges, and providing support to develop climate change action plans. As a result of this course, the team plans to produce a climate change plan designed to embed sustainable outcomes at all stages of the procurement cycle.

New intranet pages have been developed to support all Parliament staff to understand and apply procurement policy.

In addition to supporting formal qualifications, we also provide coaching and mentoring support as required, with more experienced team members helping others to build their skills and understanding. Regular "team topic" sessions are held to provide a forum for sharing updates, lessons learned, or brainstorming solutions to project specific issues. All team members are encouraged to suggest a topic, or lead a session. Among the topics discussed this year were sustainability (with a focus on circular economy), supply chain resilience, market research and developing commodity and/or service strategies.

The team continues to role model parliamentary values within their work, for example all team members attended an awareness session on the organisation's Trans and Non-Binary policy.

One colleague has been promoted within the team this year, providing a welcome opportunity to secure knowledge and experience and foster more opportunities for career progression and fulfilment.

## Activity 5: Improve contract resilience

Our aim: Improve contract and supply chain resilience in respect of business continuity, data protection, cyber security, fraud and serious organised crime.

We have continued to improve our supply chain resilience, implementing a proportionate risk management approach to our contracts.

Financial checks are carried out on key contracts on a regular basis.

In the reporting year we have engaged with our supply chain to gain a better understanding of the potential likelihood and impact of emerging factors that could impact resilience. This included assessing the risk of supply chain disruption as a result of the war in Ukraine, understanding cost drivers and the potential implications of increased cost of living, and the impact of industrial action. Insight gained during this engagement has led to better informed decision making.

Work has continued on improving our supply chain resilience to disruptive events, such as pandemics, geopolitical tensions, natural disasters and cyber attacks. A proposed suite of mitigations to improve effectiveness of contractor resilience will be put forward to our Leadership Team on conclusion of this work.





## Activity 6: Develop contract management

Our aim: Work with our contractors to optimise performance, identify further opportunities for sustainable improvements, promote working practices and increase supply chain transparency.

We are continuing to develop our contract management approach with the aim of ensuring that management is robust, proportionate and consistent across the organisation.

Contract managers continue to work with contractors to pursue sustainability improvements in contracts. Fair Work First and Prompt Payment in the Supply Chain is embedded in our procurement process, with guidance and tender documentation updated and discussions held with purchasers on evaluation of tenderers responses.

In the reporting period we carried out a survey with our contractors to gain a better understanding of our supply chain. The survey covered a range of areas including, employee and worker matters, health and safety, environmental matters, cyber security, data protection and approach to supply chain.

Some key figures include:

- 94% monitor compliance with their equality and diversity policy
- 97% have processes in place for workers to understand their rights
- 98% invest in workforce development
- 83% consider labour standards when selecting suppliers
- 72% train relevant staff on ethical buying
- 69% have a carbon management plan
- 59% have set a goal for net zero

This process gives us an opportunity to identify any areas of concern and provides a baseline to work with our suppliers on continuing to improve practices.



## Activity 7: Increase access to our contracts

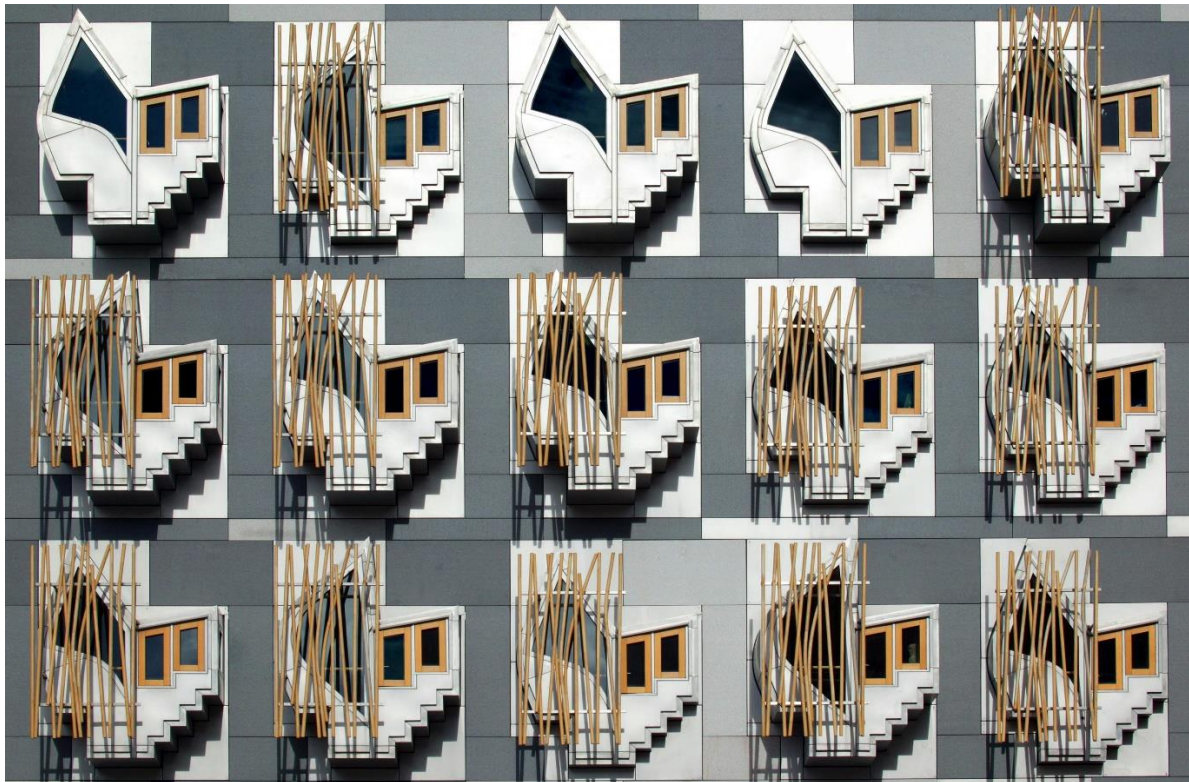
Our aim: Ensure SPCB procurement opportunities are accessible to Small and Medium Enterprises (SMEs), the Third Sector and Supported Businesses.

All Regulated procurements have a market research phase which includes an assessment of SME, Third Sector and Supported Businesses in the supply market. For lower value procurements which do not require to be advertised, we focus on inviting only SMEs where appropriate. Based on number of contracts awarded, 61% went to SMEs and based on the total estimated value of contracts awarded in the reporting period, 62% was to SMEs.

Total contract expenditure with SMEs was £3,327,240 in the reporting period which represents 20% of our total contract spend. In addition, £3,515,834 was paid by our contractors to SME subcontractors.

During the reporting period we had 2 contracts in place with supported businesses, valued at £100,000 in total. In addition we have 5 contracts with charities and non-profit making organisations totalling £364,500 in value. Expenditure on contracts with Third Sector Organisations was £46,003 in the reporting period. Of this, £13,008 was paid to Supported Businesses.

We are an affiliate member of the Supplier Development Programme and our quotation documentation signposts bidders to the SDP and the Supplier Journey.



## Activity 8: Increase community benefits

Our aim: Increase Community Benefits delivered through our contracts.

Three Regulated contracts awarded in the reporting period included community benefits requirements.

Community Benefits delivered this year under existing contracts include:

Activity	Number
Student trainee achieved professional qualifications	1
Apprentices recruited	2
Volunteering events to support community initiatives	8
Development opportunities for trainee British Sign Language interpreters	1
Mentoring young people to improve interview skills	1
Work experience for students	1
Donations of excess equipment to charity for re-use	2

We recognise that embedding community benefits has been challenging and we will continue to develop our approach to agreeing, monitoring and reporting them.

In addition to these activities which are linked to our contracts, our suppliers continue to do valuable work in supporting their local communities as part of their corporate social responsibility activities and we congratulate them for their on-going commitment.

We also engage with our contractors to share best practice and support wellbeing initiatives in the workplace. Topics covered in the reporting period included understanding menopause in the workplace, transgender awareness and inclusive language.



## 5.2 Compliance with Sustainable Procurement Duty

The Sustainable Procurement Duty requires the SPCB to consider how its procurements can:

- improve economic, social, and environmental wellbeing
- facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses
- promote innovation

We have made a commitment to achieve this by:

- Utilising sustainability tools at the outset of our Regulated procurements
- Conducting market engagement to establish delivery solutions
- Involving supported businesses, SMEs and the third sector in our procurement
- Calling on our subject matter experts to input to the tender process
- Applying our policies on Fair Work Practices, Health & Safety, Community Benefits and Fairly & Ethically Traded Goods and Services
- Giving appropriate weighting to sustainability criteria in tender evaluations
- Agreeing sustainability action plans in relevant contracts to promote continuous improvement

We utilise the sustainability tools to identify risks and opportunities in our procurements and this as well as comprehensive market research and supplier engagement inform our procurement decisions. We recognise that there can be tension between utilising large collaborative frameworks when framework suppliers are large organisations and our commitment to improve access to SMEs in our procurement. Before deciding to use a collaborative framework with no or limited SME representation we consider a wide range of factors to identify the route which will best meet our objectives. In the reporting period, 7 of 11 Regulated contracts were awarded to SMEs including one third sector organisation.

In the reporting period one Regulated contract was awarded to a supported business at an estimated value of £100,000. One non-Regulated contract was awarded to a charity at an estimated value of £13,500.

We continue to routinely involve our subject matter experts and external experts in our procurements.

The following three case studies highlight some of the sustainable outcomes delivered.

### **Case Study 1 – Catering and Pest Control – Sodexo Limited**

The high environmental impact of meat products prompted Sodexo's team at the Scottish Parliament to get in touch with its West Lothian-based butcher. Together, they are working on using every part of the animals from nose to tail, so that nothing is wasted, and fewer animals are required in total. The General Manager explains:

'Working with our butcher this has allowed our chefs to use different cuts of meat on our menus, the team have introduced dishes made with beef cheeks, flat iron steaks, brisket & shoulder cuts, blade & D cuts. Some of these cuts can be tougher than the more traditional cuts of meat but the team have adapted cooking styles to incorporate onto the menu allowing more of the animal to be used sustainably.

### **Case Study 2 – Accessibility Notification App - WelcoMe**

At the Scottish Parliament we want a place to work and visit that is accessible and open to people from all walks of life and backgrounds.

We recognise that tailoring our welcome for visitors with disabilities is important to ensure that disabled people can experience a smooth and enjoyable visit.

The Scottish Parliamentary Corporate Body carried out a procurement exercise to put in place a framework agreement for an Accessibility Notification Application to be made available at the Scottish Parliament building and MSP Local Offices on request.

We advertised our contract opportunity for an application that would allow visitors with a disability to inform the venue of their intention to visit and identify their assistance needs in advance. We placed a requirement on the supplier to provide venue staff with suitable information on how best to communicate and interact with disabled visitors so that our welcome could be tailored and be best suited to the visitor particular condition and needs.

WelcoMe was the successful bidder. The WelcoMe app is available for visitors to the Parliament building at Holyrood, and MSPs have access to the framework if they wish to implement use of the App at their local office.

### Case Study 3 – Corporate Clothing – Haven Products Limited

As we approached the re-let of our corporate clothing contract, we wanted the new contract to deliver sustainability improvements.

We explored hiring clothing, durability and repairability, recycled content, supply chain sustainability, and repair and take-back services. We were determined to implement a more circular economy model whereby our end-of-use and end-of-life clothing could be reused or recycled. Having the Parliament's logo embroidered on garments meant that they could not be reused, so finding a suitable alternative to embroidery was crucial.

We turned to Zero Waste Scotland, Sustainable Procurement Scotland and Business in the Community Scotland for their advice and input to sustainability questions we could ask the supply chain.

We wanted to continue to offer this opportunity to a supported business and took the decision to utilise the Scottish Government framework agreement for Supported Factories and Businesses. Under the framework, personal protective equipment and uniforms can be purchased from Haven Products Limited, a social enterprise based in Larbert, which provides employment and development opportunities to people with disabilities. Haven's supply chain is independently audited against labour standards and health and safety requirements, and Haven also preferentially supplies products that are certified by bodies such as Worldwide Responsible Accredited Production, which promotes 'safe, lawful, humane and ethical manufacturing and Oeko-Tex which issues standards for human-ecological safety in the production of textile and leather goods.

Discussions were held with Haven focusing on the moving away from an embroidered corporate logo, opportunities for more sustainable textiles, and durability, reparability and recycling of garments at end of life.

The new contract was awarded in November 2022. Key sustainability commitments include:

- Moving away from embroidery, and instead supply Parliament logo pin badges, either separately or via this contract
- Redesigning the fixing of tax tabs so that they can be removed and reused
- Setting up a minor repair and alteration service to increase durability;
- Introducing more eco-friendly options – for example offering suit fabric containing 15% – 50% recycled plastic bottle content, fleeces made from 100% recycled plastic bottle fabric, and polo shirts from 100% ringspun organic cotton
- Monitoring the market for further garments made from sustainable textiles such as organic cotton, recycled polyester or bamboo to be added to the range
- Monitoring of the market for options to affix logos that can be easily removed at the garment's end-of-life
- Aspiration of Haven to become carbon neutral by 2030 in line with their newly developed Net Zero Carbon Plan which they developed following a sustainability workshop held by the SPCB
- Aspiration of Haven to add social value into the contract by providing disabled contract labour in the areas of warehousing and office administration

## 5.3 Compliance with Procurement Policies

[SPCB procurement policies](#) have been developed to reflect the Sustainable Procurement Duty along with wider best practice and legislative principles. The sections below summarise how the Regulated contracts awarded in the reporting period complied with these policies.

### **Delivering Value for Money**

Our contracts are awarded on the basis of value for money, taking into consideration cost, quality and sustainability. Evaluation ratios are decided on a case by case basis.

We undertake market research for all of our tenders to inform our procurement approach; this includes finding out what the market can offer, sustainability options, key risks and the best route to market. We seek to use collaborative frameworks where appropriate. All Regulated contracts were either awarded under collaborative agreements, allowing us to benefit from rates and conditions negotiated at a national level, or advertised for competitive tender. All Regulated contracts awarded, other than via framework agreements, carried a weighting of 40% or more on price.

### **Equality, transparency, proportionality**

The fundamental principles of transparency, equal treatment, non-discrimination and proportionality apply to all our procurements.

Our procurement policies are available on the Scottish Parliament website and govern all purchases. All Regulated contracts not awarded through collaborative agreements were advertised and administered on Public Contracts Scotland and, where appropriate, Find A Tender. Tender evaluation criteria and comprehensive details of the procurement process are always disclosed to tenderers.

All evaluation teams are led by a purchaser to ensure fairness and transparency in the procurement process and all colleagues involved in a procurement must declare any potential conflict of interest. The Head of Procurement is the decision maker if any actual or perceived conflicts are identified.

### **Community benefits**

We are committed to including community benefits in our procurements over £500,000 where relevant and appropriate.

No contracts above the £4m mandatory threshold for including community benefits were awarded in the reporting period. Two contracts over £500,000 were awarded, and both included a requirement for community benefits.

Whilst below the threshold for our policy on inclusion of community benefits, we identified an opportunity for one lower value Regulated contract to deliver community benefits. Further details are available in the [Community Benefits section](#).

### **Fairly and ethically traded goods and services**

It is SPCB policy to support in its procurement the principles of the Ethical Trading Initiative base code, and ILO 8 core conventions.

Our conditions of contract require contractors and sub-contractors to comply with all applicable obligations in the fields of social and labour law established by national law, or by internationally recognised core labour standards. We eliminate tenderers from the competition if they breached their obligations in the fields of social or labour law and didn't take appropriate self-cleansing measures.

We utilise the sustainability test tool to identify potential concerns over working conditions or labour standards within the supply chain. All Regulated contracts which were not direct awards through framework agreements utilised life cycle impact assessment and/or sustainability tests to inform the tender documentation.

### **Food and animal welfare**

It is SPCB policy to take account of animal welfare in its catering operation. No Regulated contracts awarded in the reporting period were related to food or animal welfare. However our current catering contract requires the Contractor to implement our Catering Standards that underpin our sustainable approach to the delivery of our catering services. Please see [Case Study 1](#) for an example on implementing sustainability improvement in our catering.

### **Fair Work Practices (including the Real Living Wage)**

It is SPCB policy that its contractors take a positive approach to fair work practices as part of a fair and equitable employment and reward package.

We have adopted the Fair Work First principles in our tender process. All Regulated contracts included requirements around fair working practices. All Regulated contracts not awarded through collaborative agreements contained a scored evaluation question on fair working practices. Six Regulated contracts were awarded to accredited Living Wage Employers in this period.

In all, 33 of our contractors are accredited Living Wage Employers, and 18 have signed up to the Scottish Business Pledge.

### **Health and Safety**

It is SPCB policy that its contractors and sub-contractors adopt appropriate and reasonable steps to ensure they conduct their business in such a way that their employees and others who may be affected by the delivery of SPCB contracts are not exposed to health and safety risks.

All contracts include mandatory requirements for contractors and subcontractors to adhere to Health and Safety legislation and relevant SPCB arrangements for contractors working on-site.

We consult with our in-house Fire, Health and Safety Adviser if significant risks have been identified in a procurement to ensure that risks are addressed in the contract.



### Payment performance

It is SPCB policy under our prompt payment commitment to pay 95% of valid invoices, which are not in dispute, within 10 days of receipt of the invoice. In the reporting year we have paid 97.3% of invoices within 10 days.

Our conditions of contract require payment is made to sub-contractors (and sub-sub contractors) within 30 days of receiving a valid invoice. We have not received any complaints from subcontractors about late payment of invoices.

Of the contractors who responded to our supply chain survey, 98.8% confirmed that sub-contractors are paid within 30 days. We are committed to continue working with our contractors towards improving compliance in sub-contractor payment terms.

## 6. Contact Details for Annual Report

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## Annex A – Contracts Awarded

### Regulated Contracts

Description	Contractor	Start Date	End Date	Extensions	Estimated Value
Telecommunication Services	Virgin Media Business Ltd	31/05/2022	30/05/2026	36 months	£700,000
Creche Services	Tinies UK Ltd t/a My Ohana	31/10/2022	30/04/2027	24 months	£675,352
Audio-visual, Presentation Equipment and Associated Services	Cameron Presentations Ltd	01/07/2023	30/06/2028	24 months	£350,000
IT Peripherals and Infrastructure	Computacenter (UK) Ltd	16/05/2022	15/05/2024	24 months	£300,000
Accessibility Notification App	Neatebox Ltd t/a WelcoMe	01/02/2023	31/01/2025	24 months	£192,000
MSP Travel and Expenses Publication Solution	Horisk Leslie Development Ltd	14/10/022	30/04/2028	120 months	£150,000
Exhibition Design, Build, AV and Maintenance Services	Stand Ltd	01/09/2022	31/08/2025	24 months	£122,150
Corporate Clothing	Haven Products Ltd	01/12/2022	30/11/2024	36 months	£100,000
Employee Assistance Programme	Spectrum Wellness UK Ltd	25/11/2022	31/12/2025	36 months	£85,000
Lone Worker Protection	Vodafone Ltd	01/06/2022	31/05/2024	24 months	£84,000
Legal Services – Litigation, Reparation, Employment and Inquiries	Brodies LLP	01/03/2023	28/02/2025	24 months	£75,000

## Non-regulated Contracts

Description	Contractor	Start Date	End Date	Extensions	Estimated Value
Taxi Services 2023	City Cabs (Edinburgh) Ltd	03/04/2023	02/04/2027	18 months	£49,000
Courier Services	Handi Logistics (Ayrshire) Ltd	18/07/2022	17/07/2026	12 months	£48,000
Interim Independent Workplace Investigations	Andrea Adams Consultancy Ltd	21/06/2022	20/06/2024	36 months	£48,000
Image Management Software as a Service	Third Light	08/08/2022	31/08/2027	24 months	£47,000
Books and Maps for Retail	Rhodawn Ltd t/a Bookspeed	01/10/2022	30/09/2025	none	£45,000
Interpreting, Translation and Transcription Services 2022	Global Connections (Scotland) Ltd	03/05/2022	02/05/2024	24 months	£45,000
Legal Services - One Stop Shop	Anderson Strathern LLP	01/03/2023	28/02/2025	24 months	£35,000
Environmental Audit and Certification Services	BSI Assurance UK Ltd	01/05/2023	30/04/2026	36 months	£23,000
Hire of Gym Equipment and Related Services	Hire Fitness Ltd	01/03/2023	28/02/2025	48 months	£20,000
World Press Photo Exhibition	Stitching World Press Photo Foundation	01/08/2023	30/11/2023	none	£20,000
Learning and Development Review	Reed Talent Solutions t/a Consultancy+	24/11/2022	28/02/2023	none	£17,850
Banking Services	Royal Bank of Scotland PLC	01/08/2022	31/07/2026	none	£15,000
Training for MSPs to Support Parliamentary Scrutiny	Capital Training Ltd	02/08/2022	31/07/2026	none	£15,000
Prescribed Person Training	Protect (Whistleblowing Advice) Ltd	12/01/2023	11/01/2024	none	£13,500
News Release Distribution	Precise Media Monitoring Ltd	01/11/2022	31/10/2026	none	£12,000
Interpreting, Translation and Transcription Services 2022	Global Language Services Ltd	03/05/2022	02/05/2024	24 months	£5,000
Survey Toolkit	Jump Research Limited	10/03/2023	31/03/2023	none	£4,858
Legal Services - Litigation, Reparation, Employment and Inquiries (Reserve)	Anderson Strathern LLP	01/03/2023	28/02/2025	24 months	£4,500
Travel and Accommodation Services	Corporate Travel Management (North) Ltd	08/11/2022	11/09/2025	24 months	£4,000
Insurance Broking Services Framework	Arthur J. Gallagher Insurance Brokers Ltd	09/06/2022	08/06/2025	36 months	£2,000

## Annex B – Planned Procurements

### Regulated Procurements

The table below lists all Regulated procurements anticipated in the next 2 financial years. This list is subject to future changes.

The SPCB uses collaborative framework agreements set up by the Scottish Government, Crown Commercial Services and other public sector bodies. Contracts listed below may be procured from these frameworks and would therefore not be advertised.

Description	Estimated Value	Procurement Commencement
Headed Stationery	£1,400,000	April 2023
Franking Machine	£350,000	April 2023
Building Energy Management System	£3,500,000	April 2023
HR and Payroll System	£1,800,000	May 2023
Media Monitoring Services	£215,000	May 2023
Desktop Client Devices	£300,000	June 2023
Stationery and Office Paper	£150,000	June 2023
IT Consumables	£80,000	June 2023
Main Hall Scanner Maintenance	£100,000	June 2023
Mobile Voice and Data	£200,000	August 2023
Cleaning Services	£4,500,000	September 2023
Digital Radio Communications System	£165,000	September 2023
Managed Learning Service	£650,000	October 2023
Web based and Proprietary Devices	£275,000	October 2023
Professional Property Services	£2,500,000	October 2023
Media Planning and Buying	£285,000	December 2023
High Level Maintenance	£9,500,000	December 2023
Whisky for Retail	£60,000	December 2023
Water and Waste Water	£800,000	December 2023
Portering Services	£1,000,000	December 2023
Supply of Electricity	£3,500,000	January 2024
Computer Aided Facilities Management System	£550,000	January 2024
Official Report System	£680,000	April 2024
Recycling and Waste Management	£200,000	May 2024
Independent Investigations	£75,000	May 2024
Removal Services	£100,000	June 2024
Occupational Health Services	£85,000	June 2024
Creative Services	£750,000	October 2024
Post Office Counter	£175,000	October 2024
Electrical Equipment	£80,000	January 2025
Building Maintenance	£16,000,000	March 2025
Supply of Natural Gas	£800,000	March 2025

## Non-regulated Procurements

The table below lists all non-Regulated procurements anticipated in the next 2 financial years. This list is subject to future changes.

There is no requirement to advertise procurements with an estimated value below £50,000. Any potential suppliers interested in being involved in these procurements should contact [procurement@parliament.scot](mailto:procurement@parliament.scot)

Description	Estimated Value	Procurement Commencement
Re-use and Recycling of IT Equipment	£20,000	May 2023
Cyber Security Certification	£5,000	May 2023
Christmas Trees and Plant Displays	£10,000	May 2023
Officeholder Evaluations	£40,000	June 2023
Van Lease	£25,000	June 2023
BSL and Alternative Format Video Production	£39,000	August 2023
Leased Internet Line	£12,000	September 2023
Gallery Walling	£36,500	September 2023
Off-site Record Storage	£46,000	November 2023
Souvenirs for Retail	£48,000	November 2023
Electronic Signatures	£20,000	November 2023
Wine for Retail	£20,000	December 2023
Car Hire	£25,000	January 2024
Delivery of Royal Warrants	£20,000	February 2024
Car and Driver	£30,000	March 2024
Credit Checking Facility	£15,000	March 2024
Gaelic Translation Services	£35,000	March 2024
Recruitment Advertising	£20,000	June 2024
Corporate Cards	£0	July 2024
Journals	£30,000	August 2024
Photography and Related Services	£25,000	September 2024
Beehive and Bee Management	£25,000	October 2024
Signage	£5,000	November 2024
Electronic Mail Distribution	£24,000	November 2024
Postal Services	£45,000	December 2024
Employee Benefits	£0	February 2025
Printed Legislation	£6,000	March 2025

# Annex C – Annual Procurement Report Summary

## 1. Organisation and report details

a) Contracting Authority Name	Scottish Parliamentary Corporate Body
b) Period of the annual procurement report	01 April 2022 – 31 March 2023
c) Required by s18 Procurement Reform (Scotland) Act to prepare an annual procurement report?	Yes

## 2. Summary of Regulated Procurements Completed

a) Total number of Regulated contracts awarded within the reporting period	11
b) Total value of Regulated contracts awarded within the reporting period	£2,883,502
c) Total number of unique suppliers awarded a place on a Regulated contract awarded during the reporting period	11
ci) how many of these unique suppliers are SMEs	7
cii) how many of these unique suppliers how many are Third sector bodies	1

## 3. Review of Regulated Procurements Compliance

a) Number of Regulated contracts awarded within the reporting period that complied with your Procurement Strategy	11
b) Number of Regulated contracts awarded within the reporting period that did not comply with your Procurement Strategy	0

## 4. Community Benefits Requirements Part 1: use of Community Benefits Requirements in Procurements

a) Total number of Regulated contracts awarded with a value of £4 million or greater	0
b) Total number of Regulated contracts awarded with a value of £4 million or greater that contain Community Benefits requirements	n/a
c) Total number of Regulated contracts awarded with a value of less than £4 million that contain Community Benefit requirements	3

## 4. Community Benefits Requirements Part 2: Key contract information on community benefits imposed as part of a Regulated procurement that were fulfilled during the period

d) Number of jobs filled by priority groups	0
e) Number of apprenticeships filled by priority groups	0
f) Number of work placements for priority groups	0
g) Number of qualifications achieved through training by priority groups	0
h) Total value of contracts sub-contracted to SMEs	£3,515,834 <sup>2</sup>
i) Total value of contracts sub-contracted to social enterprises	0
j) Total value of contracts sub-contracted to supported businesses	0
k) Other community benefits fulfilled	See body of report for details

<sup>2</sup> This figure includes all known spend with SME subcontractors, regardless of whether it is formally recognised as a community benefit or not.

## 5. Fair Work and the real Living Wage

a) Number of Regulated contracts awarded during the period that included a Fair Work criterion	11
b) Number of unique suppliers who have committed to pay the Real Living Wage in the delivery of a Regulated contract awarded during the reporting period.	9
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a Regulated contract awarded during the reporting period	6

## 6. Payment Performance

a) Number of valid invoices received during the reporting period	8120
b) Percentage of invoices paid on time during the reporting period ("On time" means within the time period set out in the contract terms.)	99.5%
c) Number of Regulated contracts awarded during the reporting period containing a contract term requiring the prompt payment of invoices in public contract supply chains	9
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain	0

## 7. Supported Business Summary

a) Total number of Regulated contracts awarded to supported businesses during the reporting period	1
b) Total spend with supported businesses during the reporting period, including:	£13,008
i) spend within the reporting year on Regulated contracts	£13,008
ii) spend within the reporting year on non-Regulated contracts	£0

## 8. Spend and Savings Summary

a) Total procurement spend for the reporting period	£17,715,821
b) Total procurement spend with SMEs during the reporting period	£3,327,240
c) Total procurement spend with Third Sector bodies during the reporting period	£46,003
d) Percentage of total procurement spend through collaborative contracts	45.8%
f) Total delivered cash savings for covered by the reporting period	£922,126
g) Total non-cash savings value for the period covered by the reporting period	£60,000

## 9. Future Regulated Procurements

a) Total number of Regulated procurements expected to commence in the next two financial years	31
b) Total estimated value of Regulated procurements expected to commence in the next two financial years	£50,475,000